

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 700 INMATE REGULATIONS	SUPERSEDES: AR 701 (07/28/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 701 INMATE IDENTIFICATION	EFFECTIVE DATE: 09/06/03

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PURPOSE

To set forth guidelines to ensure that every inmate is continually and easily identifiable from his institutional identification photograph and from his inmate identification card photograph.

AUTHORITY

NRS 209.131
NRS 209.151

RESPONSIBILITY

The Associate Warden of Operations/Facility Manager is responsible for complying with this regulation.

DEFINITIONS

INMATE IDENTIFICATION CARD – Standard identification card carried by all inmates incarcerated within the Nevada Department of Corrections.

INMATE PHOTOGRAPH – The initial photograph taken of the offender during the intake process.

TECHNOLOGY TO RECOVER ABDUCTED KIDS (TRAK) – Inter-agency system utilized for intake, release, or re-take photographs of inmates.

APPLICABILITY

This regulation applies to all inmates incarcerated within the Nevada Department of Prisons.

PROCEDURES

701.01 INMATE IDENTIFICATION CARD

1.1 Each inmate shall be photographed upon intake and issued a standard sized identification card. **(3-4272)**

1.2 Each inmate is required to have in their immediate possession their inmate identification card at all times.

1.2.1 Each inmate must produce their identification card to any staff member immediately upon request.

1.2.2 Each inmate is responsible for reporting the loss of an identification card to their unit officer or work supervisor.

1.2.3 Inmates found in possession of another inmate's identification card are subject to disciplinary action.

1.2.4 Each inmate is responsible for maintaining their identification card in good condition.

- An inmate shall be subject to disciplinary action, including the assessment of a replacement charge, for mutilating, destroying, losing or altering their identification card.

1.3 When an inmate is transferred between institutions, it is the responsibility of the sending institution to ensure that the inmate possesses an I.D. card prior to transfer. New ID cards will only be issued if the card is outdated, lost, or the inmate can no longer be identified (worn out).

1.3.1 Prior to issuance of a new Inmate Identification Card, the Warden/designee shall determine whether a disciplinary offense should be charged and whether to charge the inmate a fee for replacement of the card.

1.3.2 Replacement fees to be charged to an inmate will be set by the Office of the Assistant Director/Support Services and reviewed annually.

1.3.3 The Offender Management Division shall set the schedule for replacement of inmate identification photo no less than every three years to ensure that the Department maintains reasonably current inmate photographs.

1.4 Upon release from custody of the Department of Corrections, i.e., by parole or expiration of sentence, the inmate is authorized to take their identification card with them.

701.02 INMATE PHOTOGRAPHS

1.1 An identification photograph should be taken at least once every two (2) years of each inmate and/or information will be updated.

1.2 A new photograph will be taken of an inmate whenever the inmate alters his appearance in any way that might inhibit immediate identification.

1.3 A system for routine comparisons of inmates to institutional identification photographs should be developed at every institution/facility.

1.4 Inmate photographs, which are issued to outside agencies/media, will follow guidelines established in the Department's Administrative Regulation 120, Section 120.03, Public Information, 1.4.

1.5 In rural facilities a photocopy of the photo may be given to an inmate to use as an identification card until such time a new inmate identification card can be made.

1.6 Information contained on photo side of inmate photograph will reflect inmate's name, identification number, and date received in the Nevada Department of Corrections. Other personal and legal data will be noted on the back of the inmate photograph. Offender Management Division will determine specific data noted.

1.7 Before an inmate is released from the custody of the Department on parole, the Pre Release Coordinator shall ensure that a photo of the inmate is taken in the TRAK system.

- If the TRAK system is unavailable a Polaroid photo may be taken.

REFERENCES

ACA Standard 3-4272

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERCEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.